

SOCIAL JUSTICE AND EMPOWERMENT DEPARTMENT

The 25th June, 2009

No.1359- SW (4) /2009.— The Governor of Haryana is pleased to make the following scheme “Welfare of Children in need of care and protection” and rules, namely, “governing grant-in-aid by the Social Justice and Empowerment Department, Haryana to Voluntary Welfare Organizations/Non Government Organization.” These shall come into effect from the date of issue of this notification. This Scheme is subsidiary to the Rules contained in rule 8.14 of Punjab Financial Rules, Volume-1 (As amended from time to time).

Aims—The aim of the scheme is to provide integrated community based institutional basic services for the care, protection and development of orphan and destitute Children facing destitution, neglect, abuse and exploitation. Programme interventions will be focused on reduction of exploitation and abuse, rehabilitation through counseling, skill development and other support services.

OBJECTIVES

- (i) To provide integrated community based institutional basic services for the care, protection and development of orphan / destitute children *i.e.* children in need of care and protection (hither to referred as the children) up to the age of 18 years who face, neglect, abuse and exploitation so that they can be rehabilitated as normal citizens in the community they belong to.
- (ii) To use the services of Non-Government Organizations by providing them financial assistance in the shape of grant-in-aid from the State Government.
- (iii) To provide ‘The Children’ facilities of free boarding, lodging, clothing and medical and curative services, education, pre-vocational and vocational training, vocational guidance, recreation and cultural development in order to provide opportunity for holistic development and make them employment worthy so that they can become self reliant.
- (iv) Try to trace the families and reunite the children with parents and relatives if they are able to take care of the children. And this is not possible, then the children will be provided institutional services.

2. SERVICES

- (i) The programme of Services that are proposed to be offered to the children at the existing institutions will be separate for boys and girls and would include physical and social care, school education and recreational activities and creating family atmosphere for children up to 18 years with the help of services of a housemother.
- (ii) The Children Home will be given grant only if there are 25 children or more.
- (iii) For every unit of 12 children, the services of a housemother would be provided essentially.
- (iv) NGO will provide proper facilities for proper physical development of children including sports and medical care. Recreational facilities will be provided and all efforts will be made by the NGO for bringing the children into the mainstream.
- (v) School education will be provided in the neighbourhood school so that children would have the opportunity of mixing with the other children of the community as a part of their development.
- (vi) Efforts will be made to ensure elementary education for all children and those who cannot qualify for high school education will be provided opportunity in vocational training. (Pre-vocational and vocational training will be provided free of cost by the Institute to prepare them for employment).
- (vii) Those who cannot qualify for vocational training and do not get opportunity of admission will be provided part time vocational classes in different occupations like tailoring, carpentry, radio mechanic etc.
- (viii) For those who reach 15 years of age, will be provided the apprenticeship training promoted by the Ministry of Labour or with the help of local industries. NGO will be responsible for rehabilitation of the children in the community.
- (ix) NGO shall provide the services of trained professional for counseling to meet the psychological needs of children.
- (x) Proper safety arrangement will be provided in the Institutions.
- (xi) Norms for building/accommodation for an Institution with 50 children shall be as per detail at Annexure ‘A’.

3. CRITERIA TO BE FOLLOWED FOR THE GRANTEE ORGANISATIONS:

With regard to the children in institutions who have attained the age of 18 years but have not yet started earning a livelihood and have no place to go, the following criteria shall be adopted: —

- (i) As a general rule, efforts shall continue to be made to plan the education/career of the children in such a way that they become self reliant by the time they attain the age of 18 years.
- (ii) If older children (above 18 years) have to be kept in children's homes in the absence of other alternatives separate arrangements for them would be desirable instead of keeping them with younger children
- (iii) Special care and safety shall be provided for girls. Every effort should be made to get them married. They shall not be discharged from homes without making proper and suitable alternative arrangements.
- (iv) Academically brilliant children, whether boys or girls, shall be given full opportunity to stay on in the homes, pursue higher studies and realize their full potential.
- (v) Non-formal vocational training, especially through apprenticeship and expansion of vocational training facilities in the form of service and repair centers and Training-cum-production centers, shall be the major plank for enabling such children to earn honorable living and ceasing their dependence on homes.
- (vi) The grant-in-aid should continue to be given to the institutions for the children above 18 years of age in the above-mentioned cases, subject to the availability of funds.

4. CRITERIA FOR ADMISSION OF CHILDREN INTO CHILDREN'S HOME

Admission of Children of Haryana State into Children's Homes shall be made according to the following criteria: —

- (i) Children who do not have either parents or near relatives to look after them.
- (ii) Children who are found without any shelter or settled place of abode or any other ostensible means of subsistence.
- (iii) Children of single parent families deprived of adequate family care due to death, desertion, prolonged illness, imprisonment of one of the parents and where the income of the family is less than Rs. 20,000/- per Annum.

SCREENING AFTER ADMISSION:

- A child admitted in the Home shall not be sent out without holding an enquiry into the circumstances and keeping in view the interest of the child.
- The voluntary organizations shall, however, be required to constitute a Committee consisting of three Executive Members and parents of the two children to review the cases of all children from time to time to ascertain their continued eligibility for the benefits of the scheme taking into account the frequency of absence from homes.
- The Committee will meet once in a quarter and after holding such an enquiry, the Committee will send its reports to headquarter by 10th of the succeeding month in which the meeting is held.
- The Committee should also take into account any new facts, which come to its notice at the time of review.
- It would be incumbent for the Voluntary Organizations to annex all the reports of the Committee with the Grant-in-aid proposals before sending it to the Headquarter.

During annual inspection of Homes run through Voluntary Organizations, District Social Welfare Officer concerned will also check about these points.

5. ELIGIBILITY FOR ASSISTANCE

The following organizations shall be eligible for assistance: —

- (a) Registered under the Society's Registration Act, 1860 and should be generally an institution of established standing of not less than three years
- (b) It shall have proven capability of work in the area of Child Welfare for a period of three years.
- (c) It shall have a capacity for reaching out to at least a unit of 25 Children.
- (d) It shall have a properly constituted managing body with its powers, duties and responsibilities clearly defined and laid down in its Memorandum of Association/bye laws.
- (e) It shall not run with profit motive for any individual or a body of individuals.

- (f) It shall have building as per norms under the scheme.
- (g) It shall be mandatory for the organization to have its website disclosing updated information regarding schemes run by them and facilities provided to inmates, number of inmates, source/ sources of funding, composition of management etc.
- (h) Staffing pattern will be as under: -
 - (1) One Supervisor — Trained Social Worker.
 - (2) One House Mother for 25 children.
 - (3) One Helper for 25 children.
 - (4) One Cook for 25 children.

6. FUNDING PATTERN

Under the scheme Government will provide financial assistance to the NGOs for meeting the recurring expenditure of the children *i.e.*

- Maintenance allowance at the rate as decided by the Govt. from time to time.
- **The NGOs will bear: —**
- 10% matching share of the grant.
- Cost towards education of inmates.
- Salary of Supervisor, Housemother, Helper, Cook etc.

7. APPLICATION AND SANCTION

A non-Government Organization desirous of applying under this scheme should send its application in the prescribed proforma (Annexure B) to the Director Social Justice and Empowerment Department of Haryana through Deputy Commissioner and District Social Welfare Officer with recommendations of Deputy Commissioner/District Social Welfare Officer.

In case the actual expenditure on the items for which assistance was sanctioned fall below the level at which the grant was determined, the organization shall be liable to refund unutilized portion of the grant along with interest to the Government of Haryana. The organization shall maintain separate accounts of the grants received under this scheme. These accounts shall be got audited by a Chartered Accountant. They shall always be open to check or test check by an officer deputed by the Govt. of Haryana or Accountant General, Haryana or any person authorized by him.

The head of account to which the expenditure regarding sanction of grant-in-aid shall be debited, shall be decided by the Govt. from time to time.

8. INSPECTION/MONITORING

- Team nominated by the Director, Social Justice & Empowerment Department, Haryana will visit the institution at least once in a year to inspect and evaluate the implementation of the scheme by the organisation.
- Time to time, monitoring/Inspection of NGOs can be carried out by the District Administration and officers of the Department.
- A evaluation study will be conducted to know the impact of the Scheme after three years of the implementation of the scheme. Such evaluation will be carried out by outside Agency either through the University of State or any other expert agency as decided by Govt.
- Quarterly reports in format prescribed by the Govt. from time to time will be submitted by the NGO.

This issue with the concurrence of the Finance Department conveyed *vides* their U.O. No. 1/16/2009-3FG-11(558) Dated 28/04/2009.

NAVRAJ SANDHU,
Financial Commissioner and Principal Secretary to
Government Haryana, Social Justice &
Empowerment Department.

ANNEXURE 'A'

Norms for building or accommodation for an institution with 50 children

(i) 4 Dormitories	Each 500 sq. ft for 50 children i.e. 2000 sq. ft.
2 Dormitories	Each 500 sq. ft for 25 children i.e. 1000 sq. ft.
(ii) 2 Classroom	300 sq. ft for 25 children i.e. 600 sq. ft.
(iii) Sickroom/ First aid room	75 sq. ft. per child for 10 children i.e. 750 sq. ft.
(iv) Kitchen	250 sq. ft.
(v) Dinning Hall	800 sq. ft.
(vi) Store	250 sq. ft.
(vii) Recreation Room having T.V./ Sports equipments	300 sq. ft.
(viii) Library cum Reading room	250 sq. ft.
(ix) 5 Bathrooms	25 sq. ft. each i.e. 125 sq. ft.
(x) 8 Toilets/ Latrines	25 sq. ft. each i.e. 200 sq. ft.
(xi) Office rooms	(a) Principal, Incharge room 300 sq. ft. (b) Superintendent room 200 sq. ft. Total 500 sq. ft.
(xii) Counseling & guidance room	120 sq. ft.
(xiii) Workshop	1125 sq. ft. for 15 Juvenile @ 75 sq. ft. per trainee
(xiv) Playground	Sufficient playing area shall be provided in every institution according to the total number of children in Institution.

Note - Area indicated in Column no. ii to xiv will be proportionately reduced if number of inmates are 25.

परिशिष्ट 1

समाज कल्याण निदेशालय हरियाणा

सहायक अनुदान के लिए प्रार्थना पत्र

क-- सामान्य

1. संस्था का नाम और पूरा पता
2. संस्था के स्थापित होने की तिथि
3. क्या संस्था रजिस्टरीकृत है यदि रजिस्टरीकृत है तो रजिस्टरीकरण की तिथि बताईए तथा आर्टिकल आफ एसोसिएशन की दो प्रतियां साथ संलग्न करें।
4. संस्था का प्रबन्ध क्या यह संस्था किसी व्यक्ति द्वारा चलाई जा रही है या चुनी हुई अथवा न चुनी हुई प्रबन्धक समिति द्वारा? इसके गठन का ब्यौरा देते हुए इसके सदस्यों के नाम बताईयेगा।
5. संस्था के लक्ष्य तथा उद्देश्य और दिन प्रतिदिन कार्यों के लिए बताए गए नियम तथा विनियम।
6. क्या यह संस्था -
 - (क) किसी बड़े संगठन की शाखा/अनुभाग है ? यदि है, तो ऐसे संगठन का नाम।
 - (ख) इसके संविधान के अधीन सभी वर्ग और समुदाय इसमें शामिल हो सकते हैं? संस्था के भवन का ब्यौरा अपना भवन है या किराये का ?

ख-- कार्यक्रम और क्रिया-क्लाप

1. समाज कल्याण का/के क्षेत्र जिसमें/ जिनमें संस्था मुख्य रूप से लगी हुई है।
2. वर्तमान क्रिया-क्लाप का ब्यौरा।
3. लाभ उठाने वालों की संख्या और उनकी आयु वर्ग

दस साल	11 से 15	16 से 21	22 से 35	35 वर्ष से	जोड़
से कम	वर्ष तक	वर्ष तक	वर्ष तक	अधिक	

1. स्त्रियां
2. बच्चे
3. पुरुष
4. संस्था में प्रवेश/लाभ प्राप्ति के लिए मानदण्ड तथा क्रिया-विधि।

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|----|----------------------------|-----------|--------|-------|--------|
| 5. | वर्तमान अमले का ब्योरा --- | परिवेक्षक | तकनीकी | लिपिक | वर्गीय |
| | (क) अवैतनिक | | | | |
| | (ख) वैतनिक | | | | |
| | (ग) वित्तीय स्थिति | | | | |

ग-- चालू वित्त वर्ष समेत तीन वर्षों का ब्योरा

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|----|----|------|------|-----|
| 1. | आय | व्यय | घाटा | बचत |
|----|----|------|------|-----|
2. पिछले दो वर्षों की आडिट स्टेटमेंट संलग्न कीजिये
 3. निम्नलिखित साधनों में प्राप्त वार्षिक आय/अनुदान यदि कोई हो, तो उसका ब्योरा
 - (क) केन्द्रीय सरकार द्वारा बनाये हुए बोर्ड व संस्था
 - (ख) केन्द्रीय सरकार
 - (ग) राज्य सरकार द्वारा बनाये हुए बोर्ड व संस्था
 - (घ) राज्य सरकार
 - (ङ) मन्त्रियों की डिस्क्रीशनरी ग्रान्ट से
 - (च) स्थानीय निकाय
 - (छ) दान/चन्दे
 - (ज) पदार्थों की बिक्री
 - (झ) फुटकर
 - कुल जोड़
 4. आय का स्थाई साधन जिस पर संस्था आश्रित हो
 5. परिसम्पत्ति और देयताएं यदि कोई हों
 6. व्यय की मन्जूरी बैंक लेखे के संचालन लेखों की जांच और अनुरक्षण के लिए अपनाए जाने वाले नियंत्रण की विधि

घ-- नई आयोजना का कार्यक्रम

1. योजना का संक्षिप्त ब्योरा
2. (क) सहायक अनुदान के रूप में कितनी राशि की जरूरत है और वह किस कार्यक्रम और प्रयोजन के लिए चाहिये

(ख) क्या संस्था की मैनेजिंग कमेटी के अनुदान प्राप्त करने के लिए कोई प्रस्ताव पास किया है यदि किया है, तो प्रस्ताव की एक प्रमाणित प्रति साथ संलग्न कीजिये

(ग) क्या किसी और विभाग/बोर्ड/संस्था/सरकार/मन्त्रियों की डिस्क्रिशनरी ग्रान्ट से अनुदान मांगा है? यदि हां, तो कितना तथा किस कार्य के लिए

3. बजट प्रस्तावित कार्यक्रम के सम्बन्ध में संभावित आवर्ती और आनावर्ती वार्षिक खर्च का मदवार ब्यौरा दीजिये।
4. यह संस्था वर्तमान क्रिया-कलाप को जारी रखने और उस पर होने वाले खर्च को पूरा करने के इलावा बराबर का अनुदान प्राप्त करने के लिए कितना अनुमानित धन इकट्ठा कर सकती है ?
5. क्या यह संस्था अनुदान मन्जूर होने की स्थिति में उसका चालू वित्त वर्ष के अन्दर उपयोग कर सकेगी ?
6. कोई अन्य उपयोगी सूचना

हस्ताक्षर

संस्था का प्रधान/उप-प्रधान/मैनेजिंग डायरेक्टर

शपथ-पत्र

श्री/श्रीमती.....निवासी.....इस द्वारा सत्यानिष्टा से घोषणा करता/करती हूँ कि उपरलिखित विवरण मेरे पूर्ण ज्ञान तथा विश्वास अनुसार सत्य है और कोई भी बात गुप्त नहीं रखी गई है।

मैजिस्ट्रेट व ओथ कमिश्नर द्वारा साक्षात्कृत

आवेदक के हस्ताक्षर तथा पद मांहर

दिनांक